

Approved For Release 2001/07/28 : CIA-RDP74-00300R000300040003-8

HB copy

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	Office of IG		
3			
4			
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6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

On Tuesday, 26 October, [redacted] briefed [redacted] on SSS activities including the Records Program.

Mr. [redacted] asked to see the last two reports from the Board. For your information here are copies of them.

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
[redacted] CIA Records Admin. Officer	1 Nov '71

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Remarks:

Gail:

In response to your request here is our list of the Records Officers and Program contacts throughout the Agency and the statistics on the volume growth of records in the Agency Offices and Records Center.

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DATE

CIA Records Admin. Officer 1 Nov '71

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Remarks: Gail:  Attached is a copy of Public Law 754, 81st Congress for your current study.  The "Federal Records Act of 1950" starts on page 6. On page 9 are the Program requirements for "Heads of Agencies."  Although CIA could seek exemption, the General Counsel recommended to the DCI that the Agency comply with the intent and requirements in so far as they do not conflict with the safety of Agency (over)			
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CIA/RAO			19Oct71

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"Sources and Methods." I have never had a problem in meeting the Federal Records Program requirements and the protection of our sources and methods.

I have had some DDP protests that they should be free to do anything convenient to DDP and not be restrained by those records control standards recommended by National Archives, which I consider applicable in the Agency. No other Directorate finds the standards inconvenient. (I shall send you a rather bulky sampling of the several guide books we furnish Agency Records Managers.)

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<input type="checkbox"/>		<input checked="" type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
<b>Remarks:</b>  <u>FOR YOUR INFORMATION AND RETURN PLEASE</u>  As you requested, here are several booklets of Records Management standards and guidance the Agency Central Records Staff has furnished to Records Managers. Because our Program conforms to the Federal Program, our policy is to reduce duplication of effort and cost by using National Archives items where possible. It also eliminates the frustration of formal regulatory coordination on guide books, training manuals, and procedural instructions.			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED] CIA/RAO			19Oct71

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TRANSMITTAL SLIP		DATE 15 October 1971
TO: [REDACTED]		
ROOM NO. 2E-38	BUILDING Headquarters	
REMARKS: This machine intrigues me. This will hold a 200 ft. roll of uncut microfiche (with 90,000 pages -- or up to 180,000 pages). It also holds a 200 ft. reel of 16mm film with a couple thousand pages of update items. A code system permits quick retrieval of related items on both 105 & 16mm.  I thought you and Tom would find it interesting too.		
FROM: [REDACTED]		CIA/RAO
ROOM NO. 702	BUILDING Magazine [REDACTED]	

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COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
Gail:					
Here are two books on Records Management from our Office Book Shelf.					
Also, I have included a half dozen notes on items from the CIA Library catalogue.					
Finally, I must add that in our training of serious Records Officers, we refer them to all the Management Books in our Agency Library under the Series:					
(over)					
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FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[REDACTED] CIA/BAO				15 Oct 71	

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HD - 31	- Management Principles
HD - 45	- Automation Management
HD - 47	- Statistics
HD - 57	- Industrial Management
HD - 59	- Public Relations
HD - 69	- Project Management
HF - 5500	- Personnel Management
HF - 5547	- Organization & Management
HF - 5548	- ADP Management
HF - 5549	- Executives and Supervisors
HF - 5550	- Budgeting

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	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE
Remarks:					
Gail:					
You asked about the Records Storage and Retrieval Technology. Here are four good examples:					
The Laser Storage Device - Unicon 690					
High Density Microfilm Storage - Sylvania LF-500					
Video-Tape File Systems - Ampex					
Auto Search Microfilm Terminal - Morgan					
TO RETURN TO SENDER					
ADDRESS AND PHONE NO.				DATE	
CIA/RAO				15Oct71	

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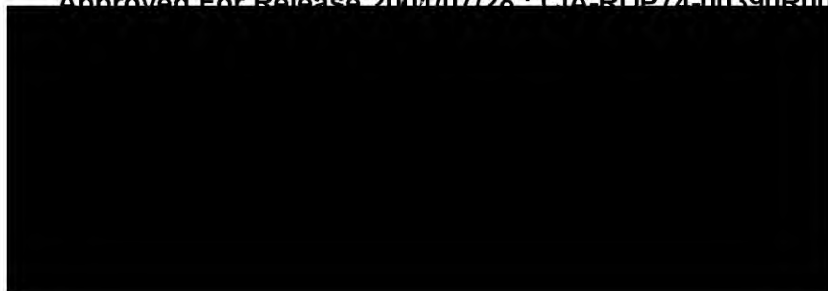
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<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
<b>Remarks:</b>  Xerox Copy of CRS Records Schedule Item #455.			
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TO: NAME, ADDRESS AND PHONE NO.			DATE
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Survey Began when DCI submitted a paper  
opposing Declassification

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Let's not Declassify - While + 

Jack Coffey how to get cables

1 - Study of Cable sys  
DCI asked for Study of Records -

History of Records Progs.

Study in books.

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Program is not bad - It has accomplishments

Started running problems when it was decentralized -

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Can't get it to work for them -